

**Office of Retirement Services**

P.O. Box 30171 (800) 381-5111 (Lansing area 322-5103)
Lansing MI 48909-7671 www.michigan.gov/ors

Judges Refund Application

Please read the information on the back of this form before completing. After you have done so, print or type your information below.

MEMBER'S NAME (LAST, FIRST, M.I.)	DATE OF BIRTH	SOCIAL SECURITY NUMBER
MAILING ADDRESS	HOME TELEPHONE ()	WORK TELEPHONE ()
CITY, STATE, ZIP CODE		
COURT(S)	LAST DAY ON PAYROLL	

SECTION I – REFUND ELECTION. To be completed by applicant, please select one option from below.

- ☐ **Option 1:** I wish to have my refund paid directly to me, less any applicable withholding, and:
- ☐ Withhold the 10% penalty for early withdrawal. ☐ Do not withhold the 10% penalty.
- ☐ **Option 2:** I wish to have all previously untaxed contributions and interest rolled directly into the qualified retirement plan or individual retirement arrangement indicated in Section II, and have any previously taxed contributions refunded to me.
- ☐ **Option 3:** I wish to have \$_____ of my previously untaxed contributions and interest rolled into the retirement plan or individual retirement arrangement indicated in Section II. I wish to have the remainder of my refund paid directly to me and:
- ☐ Withhold the 10% penalty for early withdrawal. ☐ Do not withhold the 10% penalty.
- ☐ **Option 4:** I wish to have my entire refund (taxable and untaxable) rolled into the retirement plan or individual retirement arrangement indicated in Section II.

SECTION II – FINANCIAL DESIGNATION. To be completed by financial institution if applicant selected Option 2, 3, or 4.

MAKE CHECK PAYABLE TO (PLAN OR IRA NAME)	ACCOUNT NUMBER
TYPE OF ACCOUNT <input type="checkbox"/> Individual Retirement Account (IRA) <input type="checkbox"/> Qualified Pension Plan	FEDERAL IDENTIFICATION NUMBER
MAILING ADDRESS	CITY, STATE, ZIP CODE
TRUSTEE NAME OR PLAN ADMINISTRATOR (PLEASE PRINT)	TELEPHONE NUMBER ()
TRUSTEE OR PLAN ADMINISTRATOR SIGNATURE	DATE

SECTION III – APPLICANTS CERTIFICATION. Carefully read the instructions on the back of this form before signing.

APPLICANTS SIGNATURE	DATE
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Mail completed form to:
Office of Retirement Services
P.O. Box 30171
Lansing, MI 48909-7671

Or, fax to:
ORS Customer Service Center at (517) 322-1116

Instructions for completing the Judges Refund Application

Federal Income Tax Withholding. The Judges Retirement System is a qualified pension plan under Section 401 (a) of the Internal Revenue Code. As a result, the retirement system must comply with federal regulations regarding refunds.

Federal law makes all refunds of previously untaxed moneys issued after December 31, 1992, subject to federal income tax withholding regulations. Please consider this information before you decide how to receive your refund.

A refund of previously untaxed money from the retirement system can be taken in two ways. You can have all or any portion of your refund either paid in a direct rollover or paid to you. A rollover is a payment of your refund to your individual retirement arrangement (IRA) or to another employer plan. Your choice of how you take your refund will affect the tax you owe.

If you choose a direct rollover, your refund will not be taxed in the current year and no income tax will be withheld. Your refund will be paid directly to your IRA or, if you choose, to another employer plan that accepts your rollover. Your refund will be taxed later, when you take it out of the IRA or the employer plan.

If you choose to have your refund paid directly to you, you will receive only 80% of the refund. The retirement system is required to withhold 20% of the refund and send it to the IRS as income tax withholding to be credited against your taxes. Your refund will be taxed in the current year unless you roll it over. You may be able to use special tax rules that could reduce the tax you owe. However, if you receive the refund before age 59 1/2, you may also have to pay an additional 10% tax.

If you choose to receive your refund directly and later wish to roll it over into your IRA or other employer plan, you may do so within 60 days of receiving your refund. The amount rolled over will not be taxed until you take it out of your IRA or employer plan. If you want to roll over 100% of your refund to an IRA or an employer plan, you must find other money to replace the 20% that was withheld. If you roll over only the 80% that you received, you will be taxed on the 20% that was withheld and not rolled over.

Note: This notice summarizes only the federal (not state and local) tax rules that might apply to your refund. The rules are complex and contain many conditions and exceptions not included on this application. Therefore, you may want to consult the IRS before you take a refund of your contributions from the retirement system.

Specific information on the tax treatment of payments from qualified retirement plans can be found in IRS publication 575, *Pension and Annuity Income*, or IRS Publication 590, *Individual Retirement Arrangements*. These publications are available from your local IRS office or by calling 1-800-TAX-FORMS.

SECTION I – REFUND ELECTION. Select one option from the list. If you choose option 1 or 3, understand that 20% of the sum of your previously untaxed contributions and accrued interest will be withheld as federal income tax withholding. If you choose option 2, 3 or 4, have your financial institution complete Section II.

SECTION II – FINANCIAL DESIGNATION. This section is to be completed by the financial institution, if option 2, 3 or 4 in Section I is selected.

After completing Section II, return form to refund applicant. In accordance with the authorization in Section I, you agree to deposit the forthcoming rollover amount from the Judges Retirement System into the stated account. Please understand the rollover may take up to 90 days to process.

SECTION III – APPLICANTS CERTIFICATION. By signing this form you certify that you have read the provisions regarding payment of refunds from this retirement system and have decided that, even if eligible for future benefits, you still wish to request a refund. **You realize you are giving up retirement rights accumulated under the contributory plan by taking a refund.**

In addition, you certify you have ceased employment in all Judicial institutions under this retirement system, are not on leave of absence, and are not on a layoff expected to last 12 months or less, or have elected to participate in an optional retirement plan.

You are requesting that the accumulated contributions balance in your account plus interest be refunded as indicated in Section I. You understand that by accepting the refund and/or rollover, you release the Judges Retirement System from any claim of accumulated benefits under the contributory plan and hereby forfeit such rights and benefits.

If you make a mistake completing this form, you can obtain a new copy from our website at www.michigan.gov.ors, or by calling us at 517-322-5103 (local) or 800-381-5111 (outside Lansing) to order a new form.

Mail or fax your completed application to ORS. You will normally receive your refund within 90 days from the date ORS receives your properly completed application. If your application is incomplete, it will be returned to you for correction.

Mail completed form to:
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P.O. Box 30171
Lansing, MI 48909-7671

Or, fax to:
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